

# Mandatory Reporting Guideline for Healthcare Professionals in Long-Term Care



*The information provided applies only to a facility's obligation to report abuse or exploitation to the OOIE. Facilities continue to be required to notify DOH of mandatory reportable events.*

Under New Jersey law, certain individuals are legally mandated to report known or suspected instances of abuse and exploitation of residents age 60 or older, living in long-term care communities. Any caretaker, social worker, physician, registered or licensed practical nurse, and other professional staff working within the facility is subject to this requirement.

## Filing a Mandatory Report

Reports may be made verbally or in writing. Please use the "Reportable Event Record/ Report" Form from the NJ Department of Health (DOH) for written report. Please include a face sheet for the resident.

The Ombudsman fax number is 609-943-3479. The email address is [ombudsman@advocate.state.nj.us](mailto:ombudsman@advocate.state.nj.us).

A verbal report must be made to a live person. Voice messages may be left at any time, but caller must follow up with our office during regular business hours.

Mandatory Reports*			
Abuse	willful infliction of pain, injury, mental anguish (by staff or other residents)	unreasonable confinement	willful deprivation of services
Exploitation	residents' resources used for another person's profit or advantage		

\*Failure to report in accordance with the dictates of the *Mandatory Adult Abuse Reporting Act* can result in a fine from this Office in an amount up to \$5,000 per incident (N.J.S.A. 52:27G-7.1(f)). Please note that these fines are assessed against the *individual professional* who had the duty to report and failed to do so.

Involuntary Discharge/ Transfer	Facilities should provide copies of 30-day discharge notices to OOIE	
Other Reportable Events		
Neglect	Failure to perform one’s duties according to an accepted professional standard	
Alleged Criminal Activity	Unlawful activity that has been reported to the police	
Missing Person	Resident missing more than two hours	
Unexplained Injury	Requiring immediate medical intervention	
Unsafe Conditions	Fire in facility	HV AC malfunction with temperature above 82 degrees or less than 65 degrees for longer than eight hours

